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PLEASE PASS TO CLO COORDINATOR, HRO AND MO

E.O. 12958: N/A
TAGS: AMGT, KFLO, APER
SUBJECT: EMPLOYMENT OPPORTUNITY IN THE FAMILY LIAISON
OFFICE

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1. Summary: The following is an announcement of a vacancy in the Family Liaison Office (M/DGHR/FLO). Please pass to CLO Coordinator and publish widely in your mission. Please send a copy to family members and members of household who are interested in employment and are returning to Washington, D.C. this summer or early fall. The application deadline is close of business July 28, 2006
2. Title: Employment Program Coordinator, Family Liaison Office, GS-301-13, full-time, 2-year limited appointment, Excepted Service, Schedule A. The selected candidate will receive a 2-year non-career term appointment with benefits (FERS, TSP, FEGLI, and FEHB).
3. Major duties: The Family Liaison Office Employment Program Coordinator directs the family member employment program that serves family members of the Foreign Affairs agencies in Washington, D.C. and all family members of employees attached to U.S. Missions overseas. The Employment Program Coordinator reports directly to the FLO Director and Deputy Director on issues concerning family member employment, identifying trends and recommending new directions and policies. The incumbent develops new programs to enhance family member employment, advocates for changes in Department regulations and U.S. government regulations as required, and maintains existing programs. S/he has a comprehensive knowledge of regulations concerning family member employment and provides guidance to missions and Department of State bureaus on the importance of family member employment to the Department's efforts to recruit and retain officers, hiring mechanisms, executive order eligibility, the Family Member Appointment, and more. S/he also maintains regular contact with other agencies

to advocate on behalf of family member employment and to ensure their knowledge of and application of current regulations.

The incumbent coordinates the negotiation of bilateral work agreements and de facto work arrangements and continually monitors their progress.

The incumbent provides extensive advice and guidance to clients, as well as employment planning workshops (offered jointly with the Transition Center at FSI). The incumbent regularly makes presentations to varied audiences on overseas employment and on the FLO/CLO program.

The Employment Program Coordinator supervises three direct hire employees and two contractors (three Employment Program Specialists, and two Program Assistants) with whom the incumbent works closely to ensure that the programs meet client needs. For more information on the Employment Portfolio in the Family Liaison Office, please refer to the FLO internet site at www.state.gov/m/dghr/flo.

4. Qualifications (Ranking Factors):

Must be a U.S. citizen who has a minimum of six years experience which provided an opportunity to gain and demonstrate knowledge of the employment and socio-economic factors affecting Foreign Service families generally gained by experience living and working in Foreign Service communities abroad or working with Foreign Service family member employment issues. The applicant must be able to demonstrate:

- a. First hand knowledge of the employment environment for Foreign Service family members managing careers in a mobile lifestyle in the United States and at U.S. embassies and consulates abroad.
- b. Ability to develop and manage program activities;
- c. Ability to analyze and evaluate problems and to develop and recommend or implement solutions to them;
- d. Ability to gather, evaluate, and interpret complex data and written material;
- e. Knowledge of Federal employment regulations both inside missions overseas and in the U.S.;
- f. Ability to advise clients in career development and

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employment;

- g. Ability to address audiences, conduct group discussions and presentations and interact with officials of other USG agencies and organizations at all levels;
- h. Ability to write clearly and concisely on both technical and non-technical subjects;
- i. Ability to supervise and mentor others;
- j. Ability to work as part of a team; and
- k. Ability to multi-task and delegate.

Other factors that will be considered:

It is essential that the candidate be computer literate, including knowledge of database functions. Training will be provided to the incumbent as required.

5. How to apply: interested individuals may submit one of the following: an optional application for Federal employment (OF-612), a SF-171, a federal resume or any other written format (see important instructions for submitting a resume at the end of this announcement).

In addition, each candidate must submit a supplemental statement that addresses each ranking factor and explains in detail how the applicant's experience (paid or unpaid), education or special training relates to those qualifications (see item 4 under paragraph 7, additional information).

Applications which are incomplete or mailed in government envelopes will not be considered. Send applications to Tracy Young, HR/EX, room H726, SA-1, Department of State, Washington, D.C. 20520. Applications may also be faxed to Ms. Young at (202) 663-2371. The application must be received by close of business July 28, 2006.

If there are any questions regarding this announcement, please call Leslie Teixeira, Deputy Director, M/DGHR/FLO, at (202) 647-1076. Applicants may want to email (teixeiralm@state.gov) cable, or fax (202-647-1670) their intention to apply to Ms. Teixeira.

6. Evaluation method: determination of basic eligibility and evaluation of the applicant's experience, education and training will be based solely on a review of the Federal application or resume. It is imperative that the information provided be in sufficient detail to permit accurate evaluation of eligibility and background as they relate to the qualification requirements listed in the announcement.

7. Additional information: 1. All current Federal employees and reinstatement eligibles must submit a current performance appraisal and a SF-50 showing proof of competitive status. (If a current performance appraisal does not exist, a form DS 1812 (applicant appraisal) or equivalent form from another agency, signed by the current supervisor, is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS 1812 may be submitted.) 2. All applicants claiming veterans' preference must provide proof of eligibility. 3. All other applicants (non-status) must submit information identified above. 4. All applicants must submit information that addresses the ranking factors (qualifications) in this announcement. 5. All applicants should submit SF-181, race and national origin form (for statistical purposes only).

8. Privacy act information: the Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States code. The information requested is needed to evaluate your qualifications. Other laws require inquiring about citizenship, military service, etc.

9. Information for those who wish to submit a resume: please note that although neither the format nor a particular application form is specified, there is certain information that applicants must provide in order to determine if the legal requirements for Federal employment have been met and to evaluate one's qualifications. If a

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resume format is used, it must contain the following information for the applicant to be considered for the position.

- Personal and educational information: 1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code; 2. Social Security number; 3. Country of citizenship (most Federal jobs require U.S. citizenship); 4. Veterans' preference (proof of eligibility required); 5. Highest Federal civilian grade held, including series, beginning and ending dates; 6. Name, city and state of last high school attended and date of diploma or GED; 7. Name and state of colleges and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

Work experience and other qualifications: applicants

must provide information on their work experience, both paid and non-paid, that is related to the position for which they are applying, including:

1. Job title (series and grade if Federal employment);
2. Duties and accomplishments;
3. Employer's name and address;
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor);
5. Starting and ending dates of employment (month and year);
6. Hours worked per week;
7. Salary;
8. Any other qualification, including: job-related training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications).

10. FLO STRONGLY recommends that applicants contact the Career Development Resources Center (CDRC) for guidance on the preparation and submission of an application for a U.S. government position. They can be contacted via telephone at 202-663-3042, via fax at 202-663-3146, and the email is CDRC@state.gov. The CDRC is located at SA-1, Room L321, Columbia Plaza, 2401 E Street, NW, Washington, DC 20520. This service is available at no cost to Department of State employees and family members of US Government employees serving overseas under Chief of Mission authority. The intranet website is <http://hrweb.hr.state.gov/csp/cdrc/index.html>.

11. Minimize considered.

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